

**OFFICE OF ADOLESCENT HEALTH (OAH)
TEEN PREGNANCY PREVENTION (TPP)
PROGRAM**

**TWELVE-MONTH PROGRESS REPORT
GUIDANCE – YEAR ONE**



**Twelve-Month Progress Report Due:
August 1, 2016**

OAH TPP PROGRAM
TWELVE-MONTH PROGRESS REPORT GUIDANCE – YEAR ONE
Table of Contents

PART ONE: GENERAL INSTRUCTIONS	3
PART TWO: PROGRESS REPORT SUBMISSION	3
PART THREE: PROGRESS REPORT CONTENT	3
I. Twelve-Month Progress Update	4
II. Performance Measures	4
III. Appendices	5
PART FOUR: SAMPLE TEMPLATES	5
EXHIBIT A. Twelve-Month Progress Update Templates	6
EXHIBIT B. Max.gov Filing Guidance for TPP Grantees	19

OAH TPP PROGRAM TWELVE-MONTH PROGRESS REPORT GUIDANCE – YEAR ONE

PART ONE: GENERAL INSTRUCTIONS

This document provides guidance on the preparation of the twelve-month progress report for Year One for the OAH TPP Grantees.

Purpose

The purpose of the twelve-month progress report is to report on the progress of the project during the twelve month project period (July 1 – June 30), including the status of programmatic activities, evaluation activities, and submission of performance measure data.

The OAH TPP Program Twelve-Month Progress Report Guidance describes the content and submission procedures for completing the twelve-month progress report. Twelve-month progress reports will be reviewed by the OAH Project Officer and the Office of Grants Management (OGM) Grants Management Specialist.

PART TWO: PROGRESS REPORT SUBMISSION

The twelve-month progress report and all supporting documents must be received no later than **11 p.m. Eastern Standard Time on August 1st**.

Electronic Submission (required)

The twelve-month progress report, including all required documents, should be submitted to OAH and OGM electronically through Grantsolutions.gov. All required reporting documents should be submitted and uploaded within the Grant Notes section of “My Grants” for access by the assigned OAH Project Officer and OGM Grants Management Specialist. Grantees should include the grant number on all submissions. All materials must be submitted by **August 1st at 11:00 p.m. Eastern Standard Time**.

PART THREE: PROGRESS REPORT CONTENT

The twelve-month progress report should include:

- Twelve-month progress update for Year One
- Performance measure data for the reporting period
- Additional materials in the appendices

The contents of the report should be properly labeled and numbered. Content should be concise, complete and written in 12-point font.

I. TWELVE-MONTH PROGRESS UPDATE – YEAR ONE

The twelve-month progress update for Year One should include (see **Exhibit A** for the **Twelve-Month Progress Update Template**):

- An update on the status (i.e., met, unmet, in progress) and a narrative description of the progress in completing each of the planning year milestones. For each planning year milestone, you should describe the key activities that were implemented to complete the milestone, as well as any accomplishments and barriers encountered. If the milestone has not been met, you should describe what is currently being done to meet the milestone and the timeline for when it will be met.
- An update on any other significant project activities that occurred during the twelve-month project period that were not part of the planning year milestones.
- A report on any significant barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.
- A description of key accomplishments during the twelve-month reporting period.
- Verification that all relevant Year One documents have been saved in your Grantee Folder in Max.gov. (see **Max.gov Filing Guidance**)
- Verification that your **Grantee Profile** has been completed in Max.gov – available through the TPP Forms page at <https://community.max.gov/x/SQaPOQ>.

See **Exhibit A** for the **Twelve-Month Progress Update Template**.

See **Exhibit B** for the **Max.gov Filing Guidance for TPP Grantees**.

II. TPP PERFORMANCE MEASURE REPORTING

All TPP grantees are required to submit their performance measure data for the period from **January 1st through June 30th** by **August 1st** through the OAH TPP Performance Measure website (<https://tpp.rti.org>).

A summary of all required performance measures is available on the OAH TPP Performance Measure website (<https://tpp.rti.org>). All TPP grantees are expected to submit performance measure data on partners, training, dissemination, and cost. Any TPP grantee that has begun serving youth (whether through a pilot or full implementation) is expected to submit all required performance measure data for all youth served.

A Help Desk is also available if additional assistance is needed. To contact the Help Desk, click on the Help Desk tab at the top of the TPP Performance Measures Website (after logging on), and you will be able to contact our webmaster regarding your issue. When reporting your problem, please be as descriptive as possible by including the page on which the problem was encountered as well as steps that could be used to replicate the issue. In addition, please provide the name of your grantee organization along with your name, email address and telephone number.

III. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report should be included in the appendices. Materials included in the appendices should present information clearly and succinctly and add depth to your report.

PART FOUR: SAMPLE TEMPLATES

EXHIBIT A: Twelve-Month Progress Update Template for TPP Grantees

Instructions:

The content for each of these templates is based on the planning year milestones for each grant program. Since the milestones are different for each grant program, be sure to use the template that is specific for your grant.

Contents:

- Twelve-Month Progress Update Template for TPP Tier 1A Grantees – pages 6-8
- Twelve-Month Progress Update Template for TPP Tier 1B Grantees – pages 9-12
- Twelve-Month Progress Update Template for TPP Tier 2A Grantees – pages 13-15
- Twelve-Month Progress Update Template for TPP Tier 2B Grantees – pages 16-18

EXHIBIT B – Max.gov Filing Guidance for TPP Grantees 2015-2020 – pages 20-25

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1A Grantees

Grantee Name Grant #: July 1, 2015 – June 30, 2016		
PLANNING YEAR MILESTONE	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of completing the planning year milestone. Describe key activities implemented to complete the milestone as well as related accomplishments and any barriers encountered. If the milestone has not been met, describe what is currently being done to meet the milestone and the timeline for when it will be met.</i>
Hire all key staff		
Complete an in-depth Needs and Resource Assessment for each community served		
Finalize implementation partnerships with signed MOUs outlining clear roles and responsibilities and confirming ability to collect required performance measures		
Submit documentation confirming no duplication across organizations funded to work in the same service area		
Finalize selection of organizations that will receive CBA		
Conduct an assessment of each organization's CBA needs		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1A Grantees – p. 2

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Submit a detailed, CBA plan for each organization that will receive CBA		
Begin providing CBA to selected organizations within 6 months of receiving funding		
Review all program materials for medical accuracy, age appropriateness, cultural and linguistic appropriateness, and inclusivity and complete required revisions		
Develop a plan for providing ongoing professional development and support for staff and partners over the five-year grant		
Finalize work plan		
Finalize plan for collecting performance measure data		
Finalize plan for conducting process and outcome evaluation		
Attend OAH Professional Development Meetings		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1A Grantees – p. 3

Update on Organizations Receiving CBA

For each organization receiving CBA, provide an update on the type of CBA received and progress in providing CBA

Organization #1 –

Organization #2 –

Organization #3 –

Additional Project Activities

Report on any other significant project activities that occurred during the first twelve-month project period and were not part of the planning year milestones.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

Other Year One Requirements

- All relevant Year One documents are saved in your Grantee Folder in Max.gov ☐ **YES** ☐ **NO**
- Your Grantee Profile is complete in Max.gov ☐ **YES** ☐ **NO**

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1B Grantees

Grantee Name Grant #: July 1, 2015 – June 30, 2016		
PLANNING YEAR MILESTONE	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of completing the planning year milestone. Describe key activities implemented to complete the milestone as well as related accomplishments and any barriers encountered. If the milestone has not been met, describe what is currently being done to meet the milestone and the timeline for when it will be met.</i>
Hire all key staff		
Complete an in-depth Needs and Resource Assessment for each community served		
Finalize implementation partnerships with signed MOUs outlining clear roles and responsibilities, verifying ability to implement EBPs with proposed # of youth and sites, and confirming ability to collect required performance measures		
Submit documentation confirming no duplication across organizations funded to work in the same service area		
Establish a Community Advisory Group in each community served		
Establish a Youth Leadership Council in each community served		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1B Grantees – p. 2

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Develop a plan for preventing teen pregnancy in the community served using <i>Getting to OutcomesTM</i>		
Finalize selection of EBPs to implement in at least 3 settings based on community needs, organizational capacity, and evidence to ensure fit		
Identify need for supplemental materials and propose to OAH for approval		
Review all materials to ensure medical accuracy, age appropriateness, cultural and linguistic appropriateness, and inclusivity and complete required revisions		
Pilot test each EBP with a small number of youth and make revisions as needed		
Provide training for facilitators and independent observers on the EBPs they'll be implementing/observing		
Develop a plan for providing ongoing professional development and support for staff and implementation partners over the five-year grant		
Submit all proposed major adaptations to OAH for approval and all minor adaptations using the Minor Adaptation Form in max.gov		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1B Grantees – p. 3

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Finalize work plan		
Submit implementation plan for each implementation site prior to implementation		
Establish fidelity monitoring plan, including plan for independently observing 5% of all session		
Establish system for providing referrals and linkages to youth-friendly health care services		
Finalize plan for collecting performance measure data		
Collect and report all required performance measure data, including data from youth served during the pilot		
Finalize plan for conducting process and outcome evaluation		
Attend OAH Professional Development Meetings		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 1B Grantees – p. 4

Additional Project Activities

Report on any other significant project activities that occurred during the first twelve-month project period and were not part of the planning year milestones.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

Other Year One Requirements

- All relevant Year One documents been saved in your Grantee Folder in Max.gov ☐ **YES** ☐ **NO**
- Your Grantee Profile is complete in Max.gov ☐ **YES** ☐ **NO**

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2A Grantees

Grantee Name Grant #: July 1, 2015 – June 30, 2016		
PLANNING YEAR MILESTONE	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of completing the planning year milestone. Describe key activities implemented to complete the milestone as well as related accomplishments and any barriers encountered. If the milestone has not been met, describe what is currently being done to meet the milestone and the timeline for when it will be met.</i>
Hire all key staff		
Finalize partnerships with signed MOUs outlining clear roles and responsibilities		
Finalize five-year strategy for fostering innovation		
Finalize and receive OAH approval for plan to select innovators		
Finalize and receive OAH approval for plan to support innovators		
Complete selection of innovators within 10 months of receiving funding		
Review all program materials for medical accuracy, age appropriateness, cultural and linguistic appropriateness, and inclusivity and complete required revisions		
Develop a plan for providing ongoing professional development and support for staff and partners over the five-year grant		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2A Grantees – p. 2

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Finalize work plan		
Finalize plan for collecting performance measure data		
Collect and report all required performance measure data, including data from youth served during the pilot		
Attend OAH Professional Development Meetings		

Update on Selected Innovators

For each innovator that was selected to receive funding and support in Year One, provide an update on the innovators, the team, the interventions, and other relevant information.

Innovator #1 – update on innovators, the team, the intervention, other relevant information

Innovator #2 – update on innovators, the team, the intervention, other relevant information

Innovator #3 – update on innovators, the team, the intervention, other relevant information

Innovator #4 – update on innovators, the team, the intervention, other relevant information

Innovator #5 – update on innovators, the team, the intervention, other relevant information

Innovator #6 – update on innovators, the team, the intervention, other relevant information

Innovator #7 – update on innovators, the team, the intervention, other relevant information

Etc.

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2A Grantees – p. 3

Additional Project Activities

Report on any other significant project activities that occurred during the first twelve-month project period and were not part of the planning year milestones.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

Other Year One Requirements

- All relevant Year One documents been saved in your Grantee Folder in Max.gov ☐ **YES** ☐ **NO**
- Your Grantee Profile is complete in Max.gov ☐ **YES** ☐ **NO**

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2B Grantees

<p align="center">Grantee Name Grant #: July 1, 2015 – June 30, 2016</p>		
PLANNING YEAR MILESTONE	STATUS <i>In Progress, Met, Unmet</i>	NARRATIVE DESCRIPTION <i>Provide a description of the status of completing the planning year milestone. Describe key activities implemented to complete the milestone as well as related accomplishments and any barriers encountered. If the milestone has not been met, describe what is currently being done to meet the milestone and the timeline for when it will be met.</i>
Hire all key staff		
Complete an in-depth Needs and Resource Assessment		
Finalize implementation partnerships with signed MOUs outlining clear roles and responsibilities, verifying ability to implement intervention with proposed # of youth and sites, and confirming ability to collect required performance measures		
Submit documentation confirming no duplication across organizations funded to work in the same service area		
Engage the target population in developing and finalizing the intervention		
Review intervention and control materials for medical accuracy, age appropriateness, cultural and linguistic appropriateness, and inclusivity and complete required revisions		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2B Grantees – p. 2

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Pilot test intervention with small number of youth from the target population and make revisions as needed		
Finalize intervention materials		
Train staff involved in implementation of the intervention		
Develop a plan for providing ongoing professional development and support for staff and partners over the five-year grant		
Finalize work plan		
Submit implementation plan for each implementation site		
Establish fidelity monitoring plan, including plan for independent observations of at least 10% of all sessions		
Establish system to provide referrals and linkages for participants to youth-friendly health care services		
Finalize plan for collecting performance measure data		
Collect and report all required performance measure data, including data from youth served during the pilot		

EXHIBIT A – Twelve-Month Progress Update Template for TPP Tier 2B Grantees – p. 3

PLANNING YEAR MILESTONE	STATUS	NARRATIVE DESCRIPTION
Finalize evaluation plan and evaluation materials <ul style="list-style-type: none">• Implementation evaluation plan• Outcome evaluation plan• IRB approval• Survey instruments		
Attend OAH Professional Development Meetings		

Additional Project Activities

Report on any other significant project activities that occurred during the first twelve-month project period and were not part of the planning year milestones.

Barriers, Challenges, and Solutions

Report on any additional barriers and/or challenges encountered, as well as the solutions, or proposed solutions, for how to overcome them.

Key Accomplishments and Lessons Learned for Twelve-Month Project Period

Provide a description of the key accomplishments of the grant during the twelve-month project period. Provide a description of your lessons learned during this project period and how it will impact the next project period.

Other Year One Requirements

- All relevant Year One documents been saved in your Grantee Folder in Max.gov ☐ **YES** ☐ **NO**
- Your Grantee Profile been completed in Max.gov ☐ **YES** ☐ **NO**

EXHIBIT B – Max.gov Filing Guidance for TPP Grantees 2015-2020

OAH and OAH grantees will use three systems for Project Management, including **Grant Solutions**, **the TPP Performance Measures**, and **MAX**.

1. [Grant Solutions](#) will house documents critical for the Grants Management Process, including official reports, FFRs, and approval requests such as carryover and no-cost extensions.
2. The [TPP Performance Measure](#) site will be used to input performance measure data semi-annually.
3. The Max.gov [OAH Project Management and Collaboration Community](#) will be used to communicate and collaborate, but also to:
 - a. Store important documents to create a shared, historical record of the project in [MAX Folders](#); and
 - b. Track and submit requests related to the project in [MAX Forms](#).

For **MAX Folders**, each grantee has a separate grantee folder, also called the grantee's individual page. Grantees and OAH will upload documents to these pages, in accordance to the filing guidance. At the end of the five-year project period, there will be a number of files for the grantee corresponding to each budget year. The Project Officer and grantee will work collaboratively to ensure all files are maintained and current.

For **MAX Forms**, each grantee has a secure space to submit requests and track information. MAX Forms will be where a grantee tracks the medical accuracy review of materials, submits major adaptation requests, logs their minor adaptations, completes their grantee profile, tracks milestones, and communicates grantee successes.

Overview of different systems:

Grant Solutions	TPP Performance Measures	MAX Folders (For storing files)	MAX Forms (For tracking/submitting)
<ul style="list-style-type: none">• Official file with OGM and OAH• Submit all required reports (bi-annual, continuation application)• Submit FFRs• Submit prior approval requests (change in key staff, carryover, no cost extension)• Communication with GMS	<ul style="list-style-type: none">• Submit six month (semi-annual performance measures• Submit annual (semi-annual) performance measures	<ul style="list-style-type: none">• Upload materials to meet grantee expectations• Historical record of the Project• Collaborate• Project management tool• Communication with Project Officer	<ul style="list-style-type: none">• Create your Grantee Profile• Track Planning Year milestones• Log your Minor Adaptations• Submit Major Adaptation Requests• Track Medical Accuracy Requests• Log and categorize your successes
http://home.grantsolutions.gov/ .	https://tpp.rti.org/	https://community.max.gov/x/QoAPLg	https://community.max.gov/display/HHSExternal/TPP+Forms

Structure of Grantee Folders in Max.gov

Included below is the structure of the Grantee folders and subfolders in max.gov, as well as a detailed list of which documents should be saved in each folder.

TIER 1

Tier1A

- Year 1 Overall
 - MOUs
 - Materials Review
 - CBA Plan
- Press and Photos
- Medical Accuracy Folder

Tier1B

- Year 1 Overall
 - MOUs
 - Materials Review
 - Pilot results
- Press and Photos
- Medical Accuracy Folder

TIER 2

Tier2A

- Year 1 Overall
 - MOUs
- Press and Photos
- Medical Accuracy Folder

Tier2B

- Evaluation Technical Assistance
 - Abstract
 - Impact Analysis Plan
 - Implementation Analysis Plan
 - Monthly Call Notes
 - IRB
- Year 1 Overall
 - MOUs
 - Materials Review
 - Formative Research
 - Intervention and Control Materials
- Press and Photos
- Medical Accuracy Folder

Included below is a detailed list of the documents that should be saved in each folder in Max.gov

TPP Tier1A

File?	Who?	Where?
Finalized work plan	Grantee	MAX Year 1 Folder
Signed MOUs with Key Partners	Grantee	MAX Year 1 MOU Folder
Completed Needs and Resource Assessment for each community served	Grantee	MAX Year 1 Folder
Documentation confirming no duplications across grantees	Grantee	Grant Solutions Note
Finalized Selection of organizations to receive CBA	Grantee	MAX Year 1 CBA Plan Folder
Detailed CBA Plan for each CBA Partner	Grantee	MAX Year 1 CBA Plan Folder
Plan for providing Professional Development	Grantee	MAX Year 1 Folder
OAH Medical Accuracy Report	OAH	Medical Accuracy Folder
Plan for reviewing all program materials for age appropriateness, cultural and linguistic appropriateness, and inclusivity	Grantee	MAX Year 1 Materials Review Folder
Inclusivity Review Results	Grantee	MAX Year 1 Materials Review Folder
Age Appropriateness Review Results	Grantee	MAX Year 1 Materials Review Folder
Plan for collecting TPP Performance Measures	Grantee	MAX Year 1 Folder
Evaluation Plan	Grantee	MAX Year 1 Folder
Fidelity Monitoring Plan	Grantee	MAX Year 1 Folder
Important Correspondence such as email communication, critical call notes	Grantee or Project Officer	MAX Year 1 Folder
Presentations about the project	Grantee or Project Officer	MAX Press and Photos Folder
News articles about the project	Grantee or Project Officer	MAX Press and Photos Folder
Photos of the project	Grantee or Project Officer	MAX Press and Photos Folder
Official Letter approving Full Implementation	Project Officer	MAX Year 1 Folder
<i>Initial Application</i>	Grantee	Grant Solutions
<i>Notice of Award</i>	OAH	Grant Solutions
<i>Six-month Progress Report</i>	Grantee	Grant Solutions
<i>Continuation Application</i>	Grantee	Grant Solutions
<i>OAH Technical Review – Continuation application</i>	OAH	Grant Solutions
<i>Grantee response to OAH technical review- Continuation application</i>	Grantee	Grant Solutions
<i>Annual Progress Report</i>	Grantee	Grant Solutions
<i>Annual Progress Report letter from OAH (developed in MAX, placed in GS)</i>	OAH	Grant Solutions
<i>Site Visit Report</i>	OAH	Grant Solutions
<i>Initial Application</i>	Grantee	Grant Solutions

TPP Tier1B

File?	Who?	Where?
Finalized work plan	Grantee	MAX Year 1 Folder
Signed MOUs with Implementation Partners	Grantee	MAX Year 1 MOU Folder
Completed Needs and Resource Assessment for each community served	Grantee	MAX Year 1 Folder
Documentation confirming no duplications across grantees	Grantee	Grant Solutions Notes
Plan for providing Professional Development	Grantee	MAX Year 1 Folder
Community Advisory Group Members and Goals	Grantee	MAX Year 1 Folder
Youth Advisory Group Members and Goals	Grantee	MAX Year 1 Folder
Justify selection of EBP based on needs of community, organizational capacity, and recent eval to ensure fit using the Getting to Outcomes process	Grantee	MAX Year 1 Folder
OAH Medical Accuracy Report	OAH	Medical Accuracy Folder
Internal/Grantee Medical Accuracy Review	Grantee	Medical Accuracy Folder
Results/insert pages from OAH <i>and</i> Internal Medical Accuracy Review	Grantee	Medical Accuracy Folder
Plan for reviewing all program materials for age appropriateness, cultural and linguistic appropriateness, and inclusivity	Grantee	MAX Year 1 Materials Review Folder
Inclusivity Review Results	Grantee	MAX Year 1 Materials Review Folder
Age Appropriateness Review Results	Grantee	MAX Year 1 Materials Review Folder
Implementation Plans (until they are in MAX Forms)	Grantee	MAX Year 1 Folder
Fidelity Monitoring Plan, including independent observations (5%)	Grantee	MAX Year 1 Folder
Plan for Referral and Linkages System for Youth Friendly Services	Grantee	MAX Year 1 Folder
TPP Performance Measure Plan	Grantee	MAX Year 1 Folder
Evaluation Plan	Grantee	MAX Year 1 Folder
Important Correspondence such as email communication, critical call notes	Grantee or Project Officer	MAX Year 1 Folder
Pilot Results	Grantee or Project Officer	MAX Year 1 Pilot Results Folder
Presentations about the project	Grantee or Project Officer	MAX Press and Photos Folder
News articles about the project	Grantee or Project Officer	MAX Press and Photos Folder
Photos of the project	Grantee or Project Officer	MAX Press and Photos Folder
Official Letter Approving Full Implementation	Project Officer	MAX Year 1 Folder
<i>Initial Application</i>	Grantee	Grant Solutions
<i>Notice of Award</i>	OAH	Grant Solutions
<i>Six-month Progress Report</i>	Grantee	Grant Solutions
<i>Continuation Application</i>	Grantee	Grant Solutions
<i>OAH Technical Review – Continuation application</i>	OAH	Grant Solutions
<i>Grantee response to OAH technical review-Continuation application</i>	Grantee	Grant Solutions
<i>Annual Progress Report</i>	Grantee	Grant Solutions
<i>Annual Progress Report letter from OAH (developed in MAX, placed in GS)</i>	OAH	Grant Solutions
<i>Site Visit Report</i>	OAH	Grant Solutions

TPP Tier2B

File?	Who?	Where?
<i>Evaluation Materials</i>	<i>Evaluator</i>	<i>MAX Evaluation TA Folder (includes Abstract, Impact Analysis Plan, Implementation Analysis Plan, IRB, and Monthly Call notes)</i>
Documentation confirming no duplications across grantees	Grantee	Grant Solutions Notes
Intervention Materials	Grantee	MAX Year 1 Intervention and Control Materials Folder
Control Materials	Grantee	MAX Year 1 Intervention and Control Materials Folder
Training Materials	Grantee	MAX Year 1 Intervention and Control Materials Folder
Formative Research Results	Grantee	MAX Year 1 Formative Research
Pilot Research Results	Grantee	MAX Year 1 Formative Research Folder
Signed MOUs with Key Partners	Grantee	MAX Year 1 MOU Folder
OAH Medical Accuracy Report	Project Officer	MAX Year 1 Material Review Folder
Plan for reviewing all program materials for age appropriateness, cultural and linguistic appropriateness, and inclusivity	Grantee	MAX Year 1 Material Review Folder
Inclusivity Review Results	Grantee	MAX Year 1 Material Review Folder
Age Appropriateness Review Results	Grantee	MAX Year 1 Material Review Folder
Results from grantee Medical Accuracy Review	Grantee	Medical Accuracy Review Folder
Results from OAH Medical Accuracy Review	OAH	Medical Accuracy Review Folder
Important Correspondence such as email communication, critical call notes	Grantee or Project Officer	MAX Year 1 Folder
Plan for providing Professional Development	Grantee	MAX Year 1 Folder
Official Letter Approving Full Implementation	Project Officer	MAX Year 1 Folder
Fidelity Monitoring Plan	Grantee	MAX Year 1 Folder
Finalized work plan	Grantee	MAX Year 1 Folder
Presentations about the project	Grantee or Project Officer	MAX Press and Photos Folder
News articles about the project	Grantee or Project Officer	MAX Press and Photos Folder
Photos of the project	Grantee or Project Officer	MAX Press and Photos Folder
<i>Initial Application</i>	Grantee	Grant Solutions
<i>Notice of Award</i>	OAH	Grant Solutions
<i>Six-month Progress Report</i>	Grantee	Grant Solutions
<i>Continuation Application</i>	Grantee	Grant Solutions
<i>OAH Technical Review – Continuation application</i>	OAH	Grant Solutions
<i>Grantee response to OAH technical review-Continuation application</i>	Grantee	Grant Solutions
<i>Annual Progress Report</i>	Grantee	Grant Solutions
<i>Annual Progress Report letter from OAH (developed in MAX, placed in GS)</i>	OAH	Grant Solutions
<i>Site Visit Report</i>	OAH	Grant Solutions

TPP Tier2A

File?	Who?	Where?
Signed MOUs/contracts with Key Partners	Grantee	MAX Year 1 MOU Folder
Signed MOU/contracts with Innovators	Grantee	MAX Year 1 MOU Folder
Finalized Plan to Select Innovators	Grantee	MAX Year 1 Folder
Finalized Plan to Support Innovators	Grantee	MAX Year 1 Folder
Plan for providing Professional Development	Grantee	MAX Year 1 Folder
Letter of Approval from OAH on Selection Plan	Project Officer	MAX Year 1 Folder
Letter of Approval from OAH on Support Plan	Project Officer	MAX Year 1 Folder
Revised Year 1 work plan	Grantee	MAX Year 1 Folder
Official Letter Approving Year 2 Implementation	Project Officer	MAX Year 1 Folder
Plan for reviewing all program materials for age appropriateness, cultural and linguistic appropriateness, and inclusivity	Grantee	MAX Year 1 Folder
Inclusivity Review Form	Grantee	MAX Year 1 Folder
Age Appropriateness Review Form	Grantee	MAX Year 1 Folder
Proxy Performance Measures	Grantee	MAX Year 1 Folder
Evaluation Plan at Grantee Level	Grantee	MAX Year 1 Folder
Evaluation Plan at Innovator Level	Grantee	MAX Year 1 Folder
Communication and Dissemination Plan	Grantee	MAX Year 1 Folder
Presentations about the project	Grantee or Project Officer	MAX Press and Photos Folder
News articles about the project	Grantee or Project Officer	MAX Press and Photos Folder
Photos of the project	Grantee or Project Officer	MAX Press and Photos Folder
<i>Initial Application</i>	Grantee	Grant Solutions
<i>Notice of Award</i>	OAH	Grant Solutions
<i>Six-month Progress Report</i>	Grantee	Grant Solutions
<i>Continuation Application</i>	Grantee	Grant Solutions
<i>OAH Technical Review – Continuation application</i>	OAH	Grant Solutions
<i>Grantee response to OAH technical review-Continuation application</i>	Grantee	Grant Solutions
<i>Annual Progress Report</i>	Grantee	Grant Solutions
<i>Annual Progress Report letter from OAH (developed in MAX, placed in GS)</i>	OAH	Grant Solutions
<i>Site Visit Report</i>	OAH	Grant Solutions